

HOW TO APPLY FOR A PLAY STREET CLOSING BLOCK PARTY PERMIT ONLINE

STEP 1: ACCESS THE SITE

Go to https://onlinepermitsandlicenses.boston.gov/playstreet

STEP 2: LOG IN OR REGISTER FOR AN ACCOUNT

If you have applied for a permit in the City of Boston before, it is likely that you have an account. You can use those credentials to login to this portal. If you forgot your password, you can click on the "Forgot my password" link to reset it.

If this is your first time here, you will need to create an account. Click the "Register for an online account" link.

PLAY STREET CLOSING **BLOCK PARTY** Please Log In Anyone hosting a Block Party on public property or on outdoor private property needs to apply for a Play Street Closing Permit. Whether the Block Party is free or ticketed, open to the public, or invitation only - you will need to start with this application, to get permission to shut down the street first. A helpful resource as you determine what you need and how to start the process is boston.gov/blockparty. USED NAME First time here? Register for an online account PASSWORD: Forgot your password or already using permits.boston.gov? Forgot my password SICN IN Remember me on this computer

To register: Enter a username (usually your email address), password and your secret question answers.

ENROLL AS A:
● Individual ○ Company
CREATE USER NAME:
ORDAN MAINE.
TYPE YOUR PASSWORD: (PASSWORD MUST HAVE AT LEAST 5 CHARACTERS, WITH ONE UPPER CASE, ONE LOWER CASE, AND ONE NUMERIC CHARACTER.)
RETYPE PASSWORD:
SELECT A SECRET QUESTION TO RESET PASSWORD:
Select One
ENTER YOUR SECRET ANSWER:
Enter your name, address and contact information and click "Next".
FIRST NAME:
LAST NAME:
COMPANY NAME:
POSITION:
ADDRESS:
FAX NUMBER: MOBILE PHONE:
EMAIL:
NEXT

Click submit and continue back to the Login screen.

STEP 3: APPLY FOR A PERMIT

On the login screen, enter your username and password and click SIGN IN

katherine	margaret123@mailinator.com	
ASSWOR	D:	

Once you are logged in with your new user account, click on "Apply for a Permit"

BLOCK PARTY

Welcome

A helpful resource as you determine what you need and how to start the process is your Office of Neighborhood Services Mayor's Liaison. The Liaisons can help you determine a good date for your block party, what City resources might be available, and help spread the word about your Block Party!

To host your dream block party, you may need to get permitted through several departments at the City. Give yourself plenty of time to apply. You must apply at least 30 days before a big block party, or two weeks before a more grassroots Block Party. Block Party permits apply to the entire street, so think about your event size needs and what makes sense for your Block Party.

PLAY STREET PERMITS

Search My Permits

Search your play street permits by type, status or date range.

Apply for a Permit

Start a new play street permit application

Select "Play Street Closing Block Party" for the permit type and click Next.



Enter the details about the street you would like to close and click Next.



Add additional contacts if you would like. Additional contacts can be anyone who is helping to organize your event, such as a civic association president or even your neighbors! Additional contacts listed will receive email communications about the permitting process and statuses.



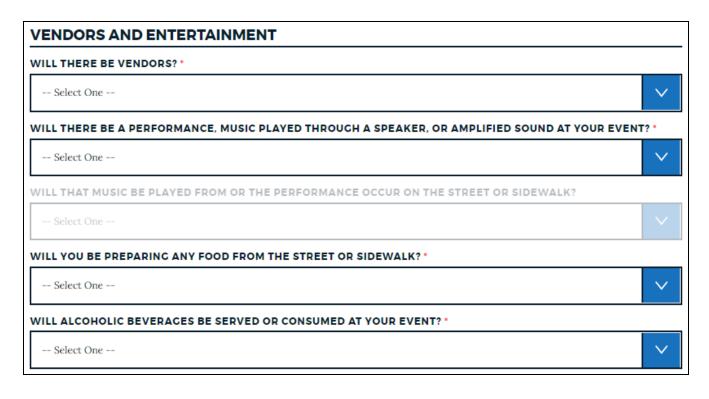
Briefly describe your event. This should include a general idea of what will take place on the street.

PLEASE DESCRIB	BE THE EVENT *	
		//
← PREVIOUS	NEXT →	

Enter the details about your event. Required fields are denoted by an asterisk.

	EVENT ZIRCODE		
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START TIME *		END TIME *	
l L			
	ORGANIZATION T	YPE	
	Select One		~
			-
L?			
			~
	START TIME *	ORGANIZATION T Select One	START TIME * END TIME * ORGANIZATION TYPE Select One

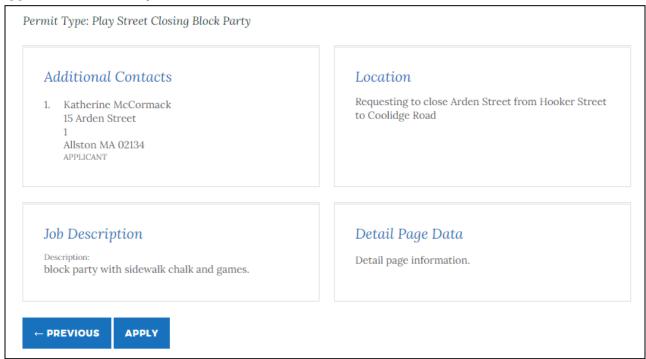
STREET CLOSURE AND BARRIERS
WHICH STREET WOULD YOU LIKE TO CLOSE? *
CROSS STREET #1 * CROSS STREET #2 *
DESCRIBE WHAT YOU WILL USE TO CLOSE OFF THE STREET AND WHO WILL IMPLEMENT *
ORGANIZER INFORMATION
ARE YOU A BOSTON RESIDENT? *
Select One
RESIDENTIAL ZIPCODE
STRUCTURES
DO YOU PLAN TO HAVE MORE THAN THREE 10FT BY 10FT TENTS ON THE STREET OR SIDEWALK?*
Select One
DO YOU PLAN TO HAVE ANY OTHER STRUCTURES PLACED IN THE STREET OR SIDEWALK?
Select One
PLEASE DESCRIBE THE STRUCTURES YOU ARE PLANNING TO USE AND FOR WHAT PURPOSE



TRASH RECYCLING				
THE CITY HAS A LEAVE NO TRACE APPROACH TO TRASH AND RECYCLING. PLEASE CERTIFY THAT YOU WILL COMPLY WITH THIS POLICY.				
Select One				
PLEASE SHARE YOUR ALTERNATIVE PLAN FOR TRASH AND RECYCLING MANAGEMENT				
	\neg			
← PREVIOUS NEXT				

Once you have entered all of the details, click Next.

Review your application details on the summary page. If you are satisfied, click "APPLY" to send the application to the City of Boston for review.



You will receive a confirmation email and your application number will be noted on the confirmation page.



Congrats! You have successfully applied for a play street closing permit. You will receive communication throughout the process and when your application is approved. You can log back into the portal at any time to review your application.